



## Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Interpreter I (PI)	549-718-2826-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz		R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
San Mateo	Half Moon Bay State Beach	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		State Park Interpreter III
POSITION DESCRIPTION		
<p>Under the direction of the Sector Supervising Ranger and with programmatic support and coordination from the State Park Interpreter III this uniformed position reports to Half Moon Bay State Beach. This position is responsible for coordinating both natural and cultural resource interpretive programs and the operation of interpretive facilities at Half Moon Bay State Beach. Volunteer coordination, hosting visitor centers, conducting interpretive programs both virtually and in-person, coordinating tour reservations system, planning/coordinating the docent program, and coordinating special events are duties of this position. This position prepares materials for use by the media regarding volunteer recruitment, interpretive activities, and special events. State housing is not available.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>Interpretive Program Coordination</p> <p>This position coordinates visitor center operations and daily interpretive activities at Half Moon Bay State Beach. Produce quality educational experiences for the public by researching, developing, and conducting virtual and in-person interpretive programs and provide support and direction for seasonal staff and docents to conduct high quality educational programs for both virtual and in-person audiences. These programs may include guided walks, school group programs, campfire programs, Junior Ranger Programs, AV programs (i.e., PORTS programs), demonstrations and living history presentations, conducting roving interpretation and outreach programs, conducting training sessions for volunteers and seasonal staff, and coordinating interpretive special events. This position is responsible for planning and writing virtual and in-person interpretive publications as well as assisting with the development of new exhibits and other interpretive media.</p>	
30%	<p>Program Administration Planning</p> <p>Coordinate both virtual and in-person school tour interpretive program serving as the State Park liaison with teachers and group leaders. This position is also responsible for compiling data and preparing the following reports for Half Moon Bay State Beach; volunteer hours/accomplishments, daily attendance and DPR 918 monthly interpretive activities report, information for monthly press packets and artifact documentation reports. This position is also responsible for planning and making recommendations for new interpretive programs and projects.</p>	



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<b>20%</b>	<b>Volunteer/Seasonal Staff Coordination</b>  This position is responsible for recruiting, selecting, training, scheduling, monitoring, evaluating, recognizing, and retaining volunteers who serve as docents and interns. This position coordinates with support staff such as seasonal interpreters and work-study employees. This position facilitates and leads docent meetings.	
<b>5%</b>	<b>Housekeeping and Maintenance</b>  Maintain a clean and orderly visitor center including exhibits and offices. This includes the care of artifacts, as well as assisting with the care and maintenance of the photograph collection and resource library. This position is responsible for cleaning and organizing the outdoor interpretive facilities such as the campfire center and display cases.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>		
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
<b>SPECIAL REQUIREMENTS:</b>		
This position requires a California Class "C" driver's license.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
<b>SUPERVISOR STATEMENT:</b> I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>		
		<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b> I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>		
		<b>DATE</b>